



COUNTY OF SONOMA

ADDENDUM NO. 2
SUBJECT: Addendum Number 2 to RFP No. SC001-0000000593
RFP for permit support, plan check, inspection serv.
DATE: 11-28-2017

This addendum is issued to furnish information that is supplemental to, will clarify, or modify the above-referenced solicitation.

MODIFICATIONS:

B. Statement of Requirements – Services Required of Successful Proposer

The firm selection criteria will include, among others, firm integrity, compliance with public policy, record of past performance, and financial and technical resources to provide the requested services.

The firm and its staff must have a solid understanding of California and local laws concerning planning, building, and engineering, significant hands-on experience administering a similar program of comparable size and scale, and must demonstrate the following:

1. Knowledge of State and local planning, building, and engineering requirements, and best management practices;
2. Ability to expeditiously appropriately and effectively staff and initiate operations;
3. Exceptional customer service skills and capacity to provide both proactive and responsive service to the residents of the County.

D. Schedule

The following schedule is subject to change. Except as provided below, changes will only be made by written amendment to this Request for Proposals, which amendment shall be issued to all parties by the Department issuing this proposal.

Date	Event
November 22, 2017	Release Request for Proposals
November 27, 2017	Pre-Bid Conference & Walk Through (November 27, 2017; 1:00 pm; 2550 Ventura Avenue)
December 1, 2017	Proposer's Questions Due by 5:00 p.m.
December 6, 2017	County's Responses to Questions Due
December 11, 2017	Proposals Due by 2:00 p.m.
December 22, 2017	Notice of Intent to Award (<i>subject to delay without notice to proposers</i>)
December 29, 2017	Board of Supervisors Awards Contract (<i>subject to delay without notice to proposers</i>)

H. Proposal Submittal

4. Proposal Format and Contents

c) Section III – Project Approach and Work Schedule:

Provide a description of the methodology developed to perform all required services, with an aggressive schedule that will complete the project within an aggressive time schedule. This schedule should contain specific milestones and dates of completion which will be used to set schedules. Also identify the extent of County personnel involvement deemed necessary, including key decision points at each stage of the project. Information as to the type of any software that is anticipated to be used in the planning process should also be discussed.

Include detailed information on turnaround timelines for each step of the permitting process and how proposer will guarantee project turnaround times. Also include how proposer will approach excellent customer service providing detail on proactive steps towards impacted homeowners to ensure that the process is as efficient and simple as it can be. These proactive steps should assume 5 community meetings lasting approximately 3 hours each, messaging in collaboration with Permit Sonoma efforts, and a dedicated Navigator to interact among customers, Permit Sonoma, and the successful proposer.

Include your response to the Statement of Requirements as referenced in Section B., beginning on page 1.

d) Section IV – Cost of Service:

The proposal shall clearly state ALL of the costs associated with the project, broken down by category of products and services, and all on-going costs for recommended or required products and services, such as maintenance.

The project costs must be broken out and include all expenses that will be charged to the County, including but not limited to hourly rates for labor, software costs, software maintenance costs, implementation fees, shipping, insurance, communications, documentation reproduction, and all expenses, including travel, meal reimbursement, hotel per diems, taxes, etc. Failure to clearly identify all costs associated with the proposal may be cause for rejection of the Consultant's proposal.

County is most interested in establishing a fixed cost for permitting instead of time and material proposals. Include a list of the services proposer is qualified to perform and the associated rate.

I. Selection Process

3. Proposals may be evaluated using the following criteria (note that there is no value or ranking implied in the order of this list):
 - i) Experience using electronic plan check and the detailed description of how it would be implemented in this project.

K. General Information

5. Form of Agreement

- b) A sample of the agreement is included as Attachment A hereto. Proposers must be willing to provide the required insurance and accept the terms of this sample agreement. With few exceptions, the terms of the County's standard agreement will not be negotiated.

7 Rev. C Rev. Date 03/06/2017

Include your response to the Statement of Requirements as referenced in Section B., beginning on page 1.

All other terms and conditions of RFP No. SC001-0000000593 remain unchanged.

Please sign and date below as acknowledgment of receipt of Addendum No. 2 and include with your submittal.

Signature and Date: _____

Printed Name: _____

Firm: _____